

VACANCY NOTICE

The United States District Court, Western District of Arkansas, is accepting applications for the position of docket clerk for the Fort Smith Division. The position requires a high school diploma or equivalent and two years of specialized experience. Specialized experience is responsible legal experience that may be obtained in a court, law firm and/or bank environment. Proficiency in WordPerfect, web-based environments, Adobe Acrobat, and data entry are required. Applicants should possess sound judgment and initiative, good communication and writing skills, strong customer service skills with the ability to provide detailed oral and written instructions, and strong organizational skills. A general knowledge of the papers filed with our Court and experience with the CM/ECF electronic docketing system is desirable.

Representative duties of the position include: reviewing documents for compliance with federal and local rules; receiving, filing and scanning documents; opening civil, criminal and miscellaneous cases upon receipt of initiating documents; processing memorandum opinions, orders and judgments; receipting moneys; verifying the accuracy of documents filed using the Case Management/Electronic Case Files (CM/ECF) docketing system; answering inquiries about the status of cases; assisting the public by answering case related inquiries and providing electronic filing assistance; processing appeals; relief courtroom deputy duties as needed; and administering oaths.

Salary commensurate with experience. Salary range is \$36,022 to \$44,664. Position reports to the Docket Clerk Supervisor. The successful candidate will be required to satisfactorily complete a criminal background and fingerprint check as a condition of employment.

Benefits:

- 13 days paid vacation per year (first three years)
- 20 days paid vacation per year (after three years)
- 26 days paid vacation per year (after fifteen years)
- 13 days paid sick leave per year
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life Insurance
- Long-term disability insurance
- Long-term care insurance
- Flexible Spending program (e.g., pre-tax contributions for medical/dental/optical expenses and dependent care expenses)
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan

To apply: resumes should be mailed to Mary Sue Jones, Operations Manager, P.O. Box 1547, Fort Smith, Arkansas 72902 or delivered to Room 1038, Isaac C. Parker Federal Building, 30 South 6th Street, Fort Smith, Arkansas on or before close of business March 7, 2008.

The Court is an Equal Opportunity Employer.